



DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY SUSTAINMENT COMMAND
1 ROCK ISLAND ARSENAL
ROCK ISLAND, IL 61299-6500

REPLY TO
ATTENTION OF:

FEB 14 2007

AMSAS-AC

MEMORANDUM FOR AFSC/JMC OFFICES

SUBJECT: Army Sustainment Command (ASC) General Purchase Card Program for Contingency Operations

1. Background: The AMC Purchase Card Policy Reference - AMC 05-10-AMCCP-P, dated 22 May 05, states, "Head of the Activity must: Ensure Billing Officials are in the cardholders supervisory chain of command or are in a position where they have some knowledge of the cardholder's mission and purchases and can influence the cardholder's rating."

2. To comply with the AMC guidance, ASC policy requires that whenever practicable and feasible, all participants in the program will be either Military or Civilians whose principal duty station is within the ASC or JMC. However, in OCONUS deployments when it is mission essential to assign civilians whose Home Duty Station(HDS)is not within ASC some type of purchase card duties, additional steps must be taken to safeguard the integrity of the program. The AOPC will be provided with the following information prior to appointment to the program:

- a. Name/Grade/Series
- b. Home Duty Station (HDS)
- c. HDS First Line Supervisor (Name and Telephone #)

3. Prior to appointment to the program, the AOPC will contact the HDS Supervisor and request a letter of endorsement from the supervisor. The endorsement will state that they would recommend this person for the assigned purchase card duties. This letter of endorsement will stay on file within the official purchase card records.

4. Questions or concerns regarding the Army Purchase Card should be forwarded to the ASC GPC Coordinator, Ms. Janice Bryson, AMSAS-ACS-B, DSN 793-4060, Commercial 309-782-4060, Janice.M.Bryson@us.army.mil.

Encl

Michael R. Hutchison
MICHAEL R. HUTCHISON

Deputy Director, Acquisition Center

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for Contingency Operations

ENDORSEMENT

As the Home Duty Station Supervisor for the following individual
I have reviewed the duties of purchase card participants and
support/endorse this person as trustworthy to perform the duties
of the purchase card program:

NAME (Print)

NAME (PRINT)

SIGNATURE

DATE

OFFICE SYMBOL

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Some Key Duties of Cardholders:

Use the card to purchase and/or pay for official supplies
and services in support of the agency's mission.

Assure that no items are brought for personal use.

Maintain the CARE purchase log.

Verify receipt/acceptance of goods or services.

Maintain receipts and/or supporting documentation.

Key Duties of Approving Official:

Verifying/approving that all transactions were necessary
Government purchases.

Notifying the Property Book Officer of all accountable
property acquired.

Resolving all questionable purchases with the cardholder.

Certifying invoice for payment.

Ensuring the proper appropriation is made.